

DIVERSITY COUNCIL
JESSIE PARKER BUILDING, 1ST FLOOR, KNUDSEN TRAINING ROOM
September 18, 2008
2:30 PM – 4:30 PM

Agenda Item	Notes
Members Present	Nancy Berggren, Department of Administrative Services – Human Resources Enterprise (DAS-HRE) Preston Daniels, Employee and Family Resources, Chair Renee Hardman, Bankers Trust, Co-Chair Shirley Hicks, Iowa School for the Deaf, Retired Robin Jenkins, DAS-HRE Miguel Moreno, Department of Transportation Ralph Rosenberg, Iowa Civil Rights Commission (ICRC) Dinh VanLo, Tai Village, Inc. Stephen Wooderson, Iowa Vocational Rehabilitation Services (IVRS)
Members Participating via Conference Call	Reginald Jackson, Wells Fargo Bank, N.A. Alba Perez, Greater Des Moines Partnership Miriam Tyson, Iowa Department of Economic Development (IDED)
Members Absent	Jim Larew, Governor's Office Walter Reed, Jr., Department of Human Rights (DHR) Jonathan Thorup, Department of Public Safety
Designee	Deborah Svec-Carstens, Governor's Office, sitting in for Jim Larew
Other Attendees	Judy Akre, DAS-HRE Ndi Amadi, Governor's Office Sherry Barnard, Deaf Action Center, Interpreter for Shirley Hicks Rita Beths, Governor's Office Susan Churchill, DAS-HRE, responsible for taking meeting minutes The Honorable Chester J. Culver, Governor of Iowa Joe Ellis, DAS-HRE Renaldo Ellis, Concerned Citizen Jesus Estrada, DAS-HRE June Froehle-Snyder, Department of Human Services Tomika Greene, DAS-HRE Mary Ann Hills, DAS-HRE Tereasa Jefferson, Iowa Workforce Development Barbara Kroon, DAS-HRE Minnie Mallard, Department of Elder Affairs Heather Palmer, Attorney General's Office Brenda Reilley, DAS-HRE Donna Scarfe, Deaf Action Center, Interpreter for Shirley Hicks Bev Schmeling, IVRS Dawn Stohs, DAS-HRE <i>Others may have been present who did not sign in.</i>

<p>Agenda Items</p>	<ul style="list-style-type: none"> I. Opening Remarks – Preston Daniels II. Review and Approval of Minutes of August 14, 2008. <ul style="list-style-type: none"> A. Prior to the meeting, Alba Perez had requested that the minutes reflect her question about creating a standard in hiring practices for all state agencies. B. Minutes approved with Alba Perez' addition. III. Review of Meeting Schedule after September 18, 2008 <ul style="list-style-type: none"> A. Next three meeting dates were confirmed: <ol style="list-style-type: none"> 1. October 16, 2008. 2. November 20, 2008. 3. December 18, 2008. B. A best practices presentation will be held on October 16, 2008. IV. New Business <ul style="list-style-type: none"> A. Iowa Mosaic Diversity Conference – Ralph Rosenberg <ol style="list-style-type: none"> 1. The Conference will be held at Iowa State University on October 20, 2008. 2. Anyone who would like to attend may go to www.iowamosaic.org to register. B. Tai Village Annual Festival – Dinh VanLo <ol style="list-style-type: none"> 1. The event will be held on October 18, 2008, from 10:00 a.m. – 5:00 p.m. 2. Everyone is welcome. C. Update on Diversity Training – Judy Akre, Program Coordinator of Performance and Development Solutions in the Department of Administrative Services <ol style="list-style-type: none"> 1. The eight-hour training for managers and supervisors got off to a rocky start but is doing well now. 2. The four-hour training for all state employees will be based on the managers and supervisors training and will be interactive, reflective, and engaging. 3. Three DAS trainers and three outside trainers will provide training to the entire state workforce. 4. The goal is to begin the training for all state employees at the end of January 2009 and finish it in six – nine months. 5. Deborah Svec-Carstens asked about the status of the on-going diversity training for state employees; Judy Akre replied: <ol style="list-style-type: none"> a. A <i>Diversity Resource Guide</i>, with activities for managers, has been created and is distributed to every attendee of the managers and supervisors sessions. b. The DAS customer newsletter includes a "Diversity Corner" section. c. New courses – in addition to the four currently offered – will be available through Program Development Solutions. V. <i>Visit from Governor Chet Culver – Not on Agenda</i> <ul style="list-style-type: none"> A. <i>Governor Culver thanked Council Members for their dedication and said he was impressed with the reports they have submitted to him.</i> B. <i>The Governor said he was impressed with the direction the Council was heading, but said there was much work to do.</i> C. <i>The Governor reported that of 857 appointments to Boards and Commissions:</i> <ol style="list-style-type: none"> 1. <i>120 were of diverse backgrounds.</i> <ol style="list-style-type: none"> a. <i>57 African-Americans</i> b. <i>14 Native Americans</i> c. <i>24 Asians and Pacific Islanders</i> d. <i>25 Latinos</i> 2. <i>50 were persons with disabilities.</i> D. <i>Council Members discussed diversity issues with Governor Culver.</i> <ol style="list-style-type: none"> 1. <i>Alba Perez and Miriam Tyson would like to see standardized hiring practices for all state agencies.</i> 2. <i>Miguel Moreno stated that generating reports is not as beneficial as changing people's attitudes.</i> 3. <i>Governor Culver stated that he "stands ready to partner with this Council" in any way that he can.</i>
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VI. Subcommittee Reports

- A. Diversity Plans – Robin Jenkins spoke on behalf of the Subcommittee.
 - 1. The Subcommittee has reviewed all of the agencies' submissions.
 - 2. 100% of the Executive Branch submitted a Diversity Plan.
 - 3. Ralph Rosenberg thought the Council should seek out ways to influence elected officials and the Judicial Branch, who are not governed by Executive Order 4.
 - 4. The Subcommittee will have recommendations and a written report at the next meeting.
- B. Employee Referral System – will address the Council at the next meeting.
- C. Best Practices – Renee Hardman stated that there will be a best practices presentation at the next meeting with details provided prior to the next meeting.
- D. Persons with Disabilities Subcommittee – Stephen Wooderson spoke on behalf of the Subcommittee about its five-step work plan.
 - 1. Survey state employees as to their disability status.
 - a. This must be voluntary.
 - b. Council must know what it wants to do with the results and communicate this to employees.
 - 2. Survey or hold focus groups with managers to determine reasons persons with disabilities are not hired.
 - 3. Review the State's online resources regarding disabilities.
 - 4. Review the State's existing training regarding disabilities.
 - 5. Develop a plan to market hiring persons with disabilities.
- E. Public Forum – Jesus Estrada, DAS support personnel for the Public Forum Subcommittee, spoke on behalf of the Subcommittee.
 - 1. Jesus Estrada provided a sample agenda for a meeting with state employees and the public via the Iowa Communication Network (ICN).
 - 2. Preston Daniels stated that he would like a fast overview of the progress of the Diversity Council and more time for public comment.
 - 3. After discussing the pros and cons, the Council decided to have a "live" public forum instead of ICN public forum.
 - 4. Deborah Svec-Carstens suggested having a Council Meeting with a public forum directly following the meeting.
 - 5. Preston Daniels summarized the consensus of the Council:
 - a. A "live" meeting will be more personalized.
 - b. The Council will have a regular meeting with a forum afterward.
 - c. Need a sampling of four – five sites.
 - d. Need to look at travel expenses for a one-day trip without an overnight stay.

VII. Public Comment – Tereasa Jefferson, IWD, had four questions:

- A. Who was chosen to provide Diversity Training? Answer from Stephen Wooderson: Rizzo and Associates are training managers and supervisors; other trainers will be providing training for the rest of the state workforce.
- B. Why are employees only getting four hours of training, when managers and supervisors are getting a full day? Answer:
 - 1. Steve Wooderson stated that managers and supervisors are covering hiring practices and legal issues, which are not being covered in the employees' courses.
 - 2. Nancy Berggren stated that Diversity Training will be an ongoing process for both supervisors and staff.
- C. Have all managers and supervisors been trained? Answer from Judy Akre: Most of the training should be completed by the end of the year. (The training is free through December; after that, departments will be charged a fee.)
- D. Is there a way to see all of the open jobs in state government in one centralized location? Answer from Robin Jenkins: Currently, all jobs are listed online (on the BrassRing computer system) – except non-merit (at-will) positions.

Items for Next Meeting	<ul style="list-style-type: none"> I. New Business II. Best Practices Presentation III. Subcommittee Reports IV. Public Comment
Next Meeting	The next meeting will be held on Thursday, October 16, 2008, from 2:30 p.m. – 4:30 p.m. <i>in Knudsen Training Room on the first floor of the Jessie Parker Building, 510 East 12th Street, Des Moines, IA.</i>
Adjourned	Meeting adjourned at 4:40 p.m.